

SAMPLE AGENDA

[Date]

[Start time – End time]

[Location]

[Time]

Call to Order

[Time]

Introductions

[Time]

**Greetings from Neighborhood Association
Chair/President**

(Optional: may include opening remarks, welcome to special guests, etc.)

[Time]

Approval of minutes

[Time]

Notices/Announcements

[Time]

**Officer reports: Treasurer, Secretary, etc.
[Name of speaker/Role]**

[Time]

**Meeting Items requiring motions, actions,
discussion, etc.
[Name of speaker, affiliation]**

[Time]

**Speakers & Special Guests
[Name of speaker, affiliation]**

[Time]

Adjourn
(Chair/President summarizes major points & reviews actions/assignments)

Next Meeting:

[Date] [Time] [Location]